

**HUNTERS POINT SHIPYARD
RESTORATION ADVISORY BOARD (RAB) - MEETING AGENDA
THURSDAY, 24 JUNE 2004**

Day/Date:

Thursday – 24 June 2004

Time:

6:00 p.m. to 8:00 p.m.

Location:

Dago Mary's Restaurant
Hunters Point Shipyards
Building # 916
San Francisco

Facilitator:

Marsha Pendergrass

Time	Topic	Leader
6:00 p.m. – 6:05 p.m.	Welcome/Introductions/Agenda Review	Marsha Pendergrass <i>Facilitator</i>
6:05 p.m. – 6:15 p.m.	Approval of Meeting Minutes from 27 May 2004 RAB Meeting • Action Items	Marsha Pendergrass
6:15 p.m. – 6:20 p.m.	Navy Announcements	Keith Forman <i>Navy Co-chair</i>
	Community Co-chair Report/Other Announcements	Lynne Brown <i>Community Co-chair</i>
6:20 p.m. – 6:55 p.m.	Navy Progress on Cleaning Up Groundwater Beneath Buildings 123 and 272	Ryan Ahlersmeyer
6:55 p.m. – 7:05 p.m.	BREAK	
7:05 p.m. – 7:15 p.m.	RAB Community Co-chair Election	Marsha Pendergrass
7:15 p.m. – 7:30 p.m.	Discussion of RAB Subcommittee Structure (as requested by RAB at May RAB meeting)	Marsha Pendergrass
7:30 p.m. – 7:50 p.m.	Subcommittee Reports	Subcommittee Leaders
7:50 p.m. – 8:00 p.m.	Future Agenda Topics/ Open Question & Answer	Marsha Pendergrass
8:00 p.m.	Adjournment	Marsha Pendergrass

HPS web site:

<http://www.efds.w.navy.mil/Environmental/HuntersPoint.htm>

RAB Navy Contact:

Mr. Keith Forman (619) 532-0913 or (415) 308-1458
keith.s.forman@navy.mil

- - - P U B L I C N O T I C E - - -
H U N T E R S P O I N T S H I P Y A R D
Restoration Advisory Board Meeting

◆ ◆ ◆
6:00 P.M. - 8:00 P.M.

Thursday, June 24, 2004

Dago Mary's Restaurant

Hunters Point Shipyard, Building #916
San Francisco

The Restoration Advisory Board (RAB) is composed of concerned citizens and government representatives involved in the environmental cleanup program at Hunters Point Shipyard. Community participation and input is important and appreciated. The purpose of this meeting is to present the community with the current status and future cleanup schedule for Hunters Point Shipyard and to address the concerns of the entire community.

The interested public is welcome!

◆ ◆ ◆
For more information about this meeting and the Installation Restoration Program at Hunters Point Shipyard, please contact:

Mr. Keith Forman, BRAC Environmental Coordinator
Southwest Division Naval Facilities Engineering Command
1230 Columbia Street, Suite 1100, San Diego, CA 92101
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HUNTERS POINT SHIPYARD
RESTORATION ADVISORY BOARD MEETING MINUTES
24 JUNE 2004

These minutes summarize the discussions and presentations from the Restoration Advisory Board (RAB) meeting held from 6:00 P.M. to 8:00 P.M., Thursday, 24 June 2004 at Dago Mary's Restaurant (Building #916 at the Shipyard). A verbatim transcript was also prepared for the meeting and is available in the Information Repository for Hunters Point Shipyard (HPS) and on the Internet at www.efds.w.navy.mil/Environmental/HuntersPoint.htm. The list of agenda topics is provided below. Attachment A provides a list of attendees. Attachment B includes action items that were requested and/or committed to by RAB members during the meeting.

AGENDA TOPICS:

- 1) Welcome/Introductions/Agenda Review
- 2) Approval of Meeting Minutes from 27 May 2004 RAB Meeting
- 3) Navy Progress on Cleaning Up Groundwater Beneath Buildings 123 and 272
- 4) RAB Community Co-chair Election
- 5) Discussion of RAB Subcommittee Structure
- 6) Subcommittee Reports
- 7) Future Agenda Topics/Open Question & Answer
- 8) Adjournment

MEETING HANDOUTS:

- Agenda for 24 June 2004 RAB
- Meeting/Minutes from 27 May 2004 RAB Meeting
 - Includes: Action Items from 27 May 2004 RAB Meeting; and
 - Table 1, RAB Roll-Call Sheet
- Monthly Progress Report, May 2004
- PowerPoint Presentation, NAVFAC, Basewide Zero-Valent Iron (ZVI) Injection Treatability Study Update, 24 June 2004
- Meeting Minutes, HPS RAB, Economic Subcommittee, 01 June 2004 (w/attachment)
- Meeting Minutes, HPS RAB, Membership/Bylaws & Community Outreach Subcommittee, 09 June 2004 (w/attachment)
- Meeting Minutes, HPS RAB, Lowman Radiological Subcommittee, 23 June 2004

Welcome / Introductions / Agenda and Meeting Minutes Review

Marsha Pendergrass, facilitator, called the meeting to order at 6:00 P.M. All in attendance made self-introductions. Ms. Pendergrass began the meeting and asked if there were any changes to the minutes; of which there were none. Ms. Pendergrass called for a motion to approve the amended meeting minutes and the minutes were approved.

Ms. Pendergrass reviewed the Action Items contained in the May minutes and asked for a status of each item. All three items were carried-over.

Navy and Community Co-Chair Reports/Other Announcements

Keith Forman, Navy RAB Co-Chair, showed some photographs of the ammunition storage bunker on Parcel A that some RAB members had asked about going on a field trip to see. He

1 said the bunker is very small and unimpressive and probably did not warrant a field trip.
2 Mr. Forman said the bunker was originally used to store small-caliber ammunition but it is
3 currently empty. He said the interior dimensions of the bunker is roughly 5 feet high by maybe 6
4 or 7 feet wide by one or two feet deep. The bunker is constructed of cinder block and an earthen
5 berm. Mr. Forman concluded the photo presentation and asked if there was still interest in a field
6 trip. Jesse Mason, RAB member, said he thought there was a large, cavernous bunker somewhere
7 under the hill. He said it was his understanding that it was this much larger bunker that the RAB
8 wanted to see first-hand. Mr. Forman replied that there is no record of any such structure on the
9 Shipyard. Jim Ansbro, attendee, said that there are a set of large doors imbedded in the hill just
10 behind Building 813. Mr. Forman replied that there is a large concrete retaining wall behind
11 Building 813, but no doors or bunker. He added that perhaps Mr. Ansbro and some RAB
12 members would like to accompany him during the break later in the meeting to make a quick
13 reconnaissance to investigate the area behind Building 813.

14 Lynne Brown, RAB Community Co-Chair, had no announcements.

15 **Reminder: The next RAB meeting will be held from 6:00 to 8:00 P.M., Thursday evening,**
16 **22 July 2004 at Dago Mary's Restaurant, Building #916 on the Shipyard.**

17 **Navy Progress on Cleaning Up Groundwater Beneath Buildings 123 and 272**

18 Ryan Ahlersmeyer, Navy Remedial Project Manager, said he would update the RAB on the
19 efforts the Navy has made in cleaning up the groundwater at the Shipyard, and in particular,
20 highlight some treatability studies using zero-valent iron (ZVI) to remediate trichloroethene
21 (TCE) contamination. He said two ZVI treatability studies have been completed, one on Parcel C
22 at Building 272 and a second on Parcel B at Building 123.

23 Mr. Ahlersmeyer began by explaining treatability studies. He said they are small-scale projects
24 used to provide site-specific data to evaluate cleanup alternatives. Because all sites are different,
25 treatability studies allow the Navy to test proven cleanup technologies at Shipyard sites to
26 evaluate their effectiveness before committing to full-scale cleanup projects. They also allow the
27 Navy to test new and innovative cleanup technologies and gather valuable data. Mr. Ahlersmeyer
28 said the Navy has used many treatability studies at the Shipyard, including soil vapor extraction,
29 bioremediation, and ZVI.

30 Mr. Ahlersmeyer next focused on explaining the ZVI injection process. Zero-valent iron is
31 simply very pure, elemental iron. It has a very irregular shape which is important because the
32 large surface area maximizes the reaction with the contaminant. The process of using ZVI is
33 fairly simple, Mr. Ahlersmeyer explained. He said the process begins by drilling a boring in the
34 ground near the contamination and injecting nitrogen gas under pressure. The injected nitrogen
35 gas causes small fractures in the surrounding formation, making space in the soil and creating
36 pathways for the iron to react with the contamination. When the ZVI is then injected into the
37 ground, it flows into these spaces and pathways and reacts almost instantaneously with the TCE.
38 Mr. Ahlersmeyer showed a short animation of the nitrogen gas injection creating the small
39 fractures in the formation. A second animation showed the ZVI being injected into the borehole
40 and flowing into the fractures.

41 Mr. Ahlersmeyer then explained the two ZVI injection treatability studies that were conducted at
42 the Shipyard. The first study was at Building 272 where the groundwater was contaminated by a
43 small TCE plume. The Navy used 4 boreholes and approximately 16,000 pounds of ZVI for this
44 project, which followed the above-described process. In addition, the Navy conducted
45 groundwater sampling to monitor the decrease in contamination and to track any movement in
46 the plume as a result of the injection. Mr. Ahlersmeyer showed a contour map of the TCE

1 contamination before injection, with the highest concentration greater than 50,000 micrograms
2 per liter (µg/L). Post-injection, the hot spot was only 500 µg/L, for an average reduction of TCE
3 greater than 99 percent. He said the treatability study was considered a success.

4 The second treatability study was at Building 123 and was on a larger scale. For this project, the
5 Navy used 37 boreholes and approximately 130,000 pounds of ZVI. Groundwater monitoring
6 was also used to monitor contamination and track any movement in the plume. Another
7 difference is that the TCE plume at this site was much more dilute than at Building 272. The
8 post-injection results also showed a decrease in concentration but not as dramatically as Building
9 272. Mr. Ahlersmeyer said the average reduction was 35 percent, which is still successful and
10 provided very useful data.

11 Since the initial demonstration at Building 272, subsequent university research suggests that a
12 second round of ZVI injection will further reduce the residual contaminant concentrations. The
13 Navy is planning on returning to Building 272 to conduct a second round of injections.
14 Mr. Ahlersmeyer said three additional boreholes were installed last week and the ZVI injection is
15 planned to start June 28, 2004, and last between 2 and 4 weeks. Post-injection monitoring will
16 commence on August 9th with additional rounds to follow if necessary. Mr. Ahlersmeyer
17 concluded his presentation by stating that the results of the treatability study will ultimately help
18 the Navy, the regulators, and the community evaluate different cleanup alternatives to be
19 selected and incorporated in the Record of Decision.

20 Ms. Pendergrass opened the floor to questions. Amy Brownell, RAB member San Francisco
21 Department of Public Health, asked what the TCE breaks-down into. Mr. Ahlersmeyer replied
22 that the byproducts of the reaction are ethane and ethene, which readily dissolve in water.

23 Karen Pierce, RAB member, asked about the health ramifications of all the iron injected into the
24 ground and if there have been any studies to look at possible health effects. Mr. Ahlersmeyer
25 agreed that injecting the iron changes the underground conditions but that iron is a very common
26 chemical in the environment. Pat Brooks, Navy Lead Remedial Project Manager, added that the
27 serpentinite rock underlying much of the Shipyard is already an iron-rich rock and the injection
28 of the ZVI is fairly minor in comparison. Mr. Ahlersmeyer said he was unaware of any studies
29 looking at the health effects of iron injection, but that iron is a nutrient and is not normally
30 considered a contaminant.

31 Maurice Campbell, RAB member, asked if the Navy has seen any rebound in contaminant
32 concentrations since the initial injections. Mr. Ahlersmeyer replied that there is evidence of a
33 small amount of rebound but the Navy does not believe that there is any continuing source of
34 contamination present in either of the two areas. He added that the Navy will continue
35 monitoring the groundwater concentrations as part of the treatability study data. The follow-on
36 rounds of ZVI injection at Building 272 is also part of the Navy's efforts to treat the
37 contamination and any rebound.

38 Raymond Tompkins, RAB member, said that ethane and ethene are flammable chemicals and
39 asked if the treatability study might be a contributing factor to fires at the Shipyard.
40 Mr. Ahlersmeyer replied that the levels of ethane and ethene that are being generated are very
41 low and the chemicals readily dissolve in water, therefore they are unlikely to contribute in any
42 way to fires at the Shipyard. Mr. Tompkins also asked if the residual iron might have a
43 synergistic effect with other chemicals present in the soil and if studies have been conducted to
44 look for those possible effects. Mr. Ahlersmeyer restated that he did not know of any studies that
45 looked at the health effects of the residual iron combining with ambient chemicals. He added that
46 reactive iron technology has been tested at many other sites around the country and has been
47 widely accepted by regulators.

1 Ms. Pierce commented that in the future there is the possibility that San Francisco may be
2 required to reduce its dependence on water from the Hetch Hetchy reservoir and look to
3 domestic groundwater sources to meet its needs. With that in mind, she said the Navy might be
4 polluting a future drinking water source by injecting so much iron. Mr. Ahlersmeyer replied that
5 the groundwater is currently designated as "not a drinking water source" and is contaminated
6 with TCE. The fact remains that the ZVI injection technology is reducing the TCE
7 contamination.

8 Clifton Smith, attendee, asked if bench-scale tests were done at the Shipyard prior to the
9 treatability studies and how far down into the groundwater the ZVI was injected.
10 Mr. Ahlersmeyer replied that numerous bench-scale tests were done on this technology but not at
11 the Shipyard. The site-specific test is the treatability study. Mr. Brooks answered that he was
12 directly involved with the first treatability study and did not remember the exact depth of the
13 injection. He said the groundwater contamination was initially characterized before any iron
14 injection and the first injection was below the TCE plume to act as a "treatment blanket" to
15 isolate the contamination and keep it from migrating deeper into the aquifer.

16 Barbara Bushnell, attendee, commented that iron is used by red blood cells in the human body
17 and is an essential element. She added that in this cleanup demonstration, once the iron reacts
18 with the TCE and combines with the chlorine and oxygen molecules it is very stable and unlikely
19 to pose a health threat.

20 **RAB Community Co-chair Election**

21 Ms. Pendergrass opened the floor to the election of the RAB Community Co-chair. She
22 explained that only the community RAB members are eligible to vote in this election and that all
23 four candidates are listed on the ballot. She instructed the RAB to select one and only one
24 candidate from the list; Maurice Campbell, J.R. Manuel, Ahimsa Sumchai, and Keith Tisdell.
25 Dr. Sumchai withdrew her nomination before the election and Ms. Pendergrass instructed the
26 RAB to strike a line through her name on the ballot and the results would be tabulated during the
27 break and announced later in the meeting.

28 Break called at 7:00 P.M. Ms. Pendergrass called the meeting back to order at 7:10 P.M.

29 **Subcommittee Updates**

30 **Risk Review and Health Assessment Subcommittee (Karen Pierce, Leader)**

31 Ms. Pierce had no report.

32 Ms. Pierce said the next meeting of the subcommittee will be determined at a later date.

33 **Technical Review Subcommittee (Lea Loizos, Leader)**

34 Lea Loizos, RAB member, said the subcommittee had a meeting but there were no RAB
35 members in attendance. No meeting minutes were prepared. Ms. Loizos said she had prepared to
36 talk about time-critical removal actions (TCRA), their use in CERCLA cleanup, and whether
37 they have been used properly at the Shipyard.

38 Ms. Loizos said that the Technical Review Subcommittee will meet at 6:00 P.M., July 13th, at the
39 Community Window on the Shipyard, 4634 Third Street.

40 **Lowman Radiological Subcommittee of the Hunters Point Shipyard RAB (Ahimsa Sumchai, Leader)**

41 Ahimsa Sumchai, RAB member, said the subcommittee met yesterday and was very well
42 attended. The focus of the discussion was the Formerly Utilized Defense Sites (FUDS).
43 Dr. Sumchai said abbreviated meeting minutes were prepared and e-mailed to RAB members

1 earlier in the day. The main points Dr. Sumchai highlighted was that the FUDS sites are
2 important because the draft final Historical Radiological Assessment (HRA) recommends that
3 they undergo scoping surveys but the Army Corps of Engineers (ACOE) is not in full agreement
4 with this recommendation. Dr. Sumchai said that Gerry Vincent, ACOE, and Laurie Lowman,
5 Navy Radiological Affairs Support Office, will be at the August RAB meeting to discuss the
6 FUDS sites issues.

7 Dr. Sumchai also said that Mr. Campbell has some historical photographs that suggest there were
8 some additional D-series Quonset huts in the current Mariner's Village that may have been used
9 for National Radiological Defense Laboratory (NRDL) laboratories.

10 The next meeting of the Lowman Radiological Subcommittee of the Hunters Point Shipyard
11 RAB will be 3-5:00 P.M., July 21st, at The Greenhouse, located at 4919 Third Street, at Palou.

12 Economic Development Subcommittee (Maurice Campbell, Leader)

13 Mr. Campbell briefly summarized the subcommittee meeting and said meeting minutes are
14 available as a handout. He highlighted the fact that 18 people attended the HAZWOPER training.
15 He said the handout also shows the new contracts that were awarded in May.

16 Mr. Campbell said the next meeting of the subcommittee will be at 2:30 P.M., July 6th, at the
17 Anna Waden Library.

18 Membership, Bylaws & Community Outreach Subcommittee (Melita Rines, leader)

19 Melita Rines, RAB member, said meeting minutes of the last subcommittee meeting are
20 available as a handout. She said the meeting was well attended and the majority of the meeting
21 was spent discussing proposed revisions to the HPS RAB Bylaws. Copies of the Bylaws with the
22 proposed revisions were handed out to all the RAB members for their review and comment.
23 Ms. Rines briefly discussed each item proposed for revision and explained the logic behind each
24 proposed change. Ms. Pendergrass said that detailed discussion or further revisions should be
25 taken up at the next subcommittee meeting.

26 Ms. Rines had a motion from the subcommittee related to a former RAB member who was
27 removed from the RAB due to absences and has since reapplied. She made a motion to accept
28 Barbara Bushnell. Ms. Pendergrass closed the discussion and called for a vote to accept
29 Ms. Bushnell back onto the RAB. The motion carried.

30 Expanding on the Bylaw revision process, Ms. Pendergrass said that proposed changes to the
31 Bylaws must be distributed in writing to the RAB prior to the vote at the September RAB
32 meeting. She asked if these proposed revised Bylaws were being officially submitted for the vote
33 in September. Ms. Rines said these are only a draft.

34 There were questions by some of the RAB members about the proposed changes and their
35 implications. Ms. Pendergrass stressed that the proper place for in-depth discussion about the
36 proposed revisions is the next subcommittee meeting and closed the discussion.

37 The next meeting of the Membership, Bylaws & Community Outreach Subcommittee will be
38 6:30 P.M., July 14th, at the Anna Waden Branch Library.

39 Discussion of RAB Subcommittee Structure

40 Ms. Rines said that one of the proposed Bylaws revisions concerns subcommittees and possible
41 restructuring. Ms. Pendergrass segued into the final item on the Agenda and opened the floor for
42 discussion. Ms. Rines said that some of the suggestions she's received include condensing some
43 of the subcommittees or holding all subcommittee meetings on the same day or two days. She
44 also said there is a suggestion to limit the duration of Ad-hoc Subcommittees to 12 months.

1 Ms. Pierce made a motion to combine the Risk Review and Health Subcommittee with the
2 Lowman Radiological Subcommittee. Ms. Pendergrass asked Dr. Sumchai if she was receptive
3 to combining the two subcommittees, and she replied that she was. Further discussion identified
4 that the merger would automatically upgrade the Ad-hoc Radiological Subcommittee to a full,
5 standing subcommittee. Ms. Pendergrass called for a vote on the motion and it carried.

6 **RAB Community Co-chair Election Results**

7 Ms. Pendergrass announced that Maurice Campbell had received the majority of the votes and
8 was elected Community Co-chair. In recognition of the departing Community Co-chair,
9 Mr. Forman thanked Mr. Brown for his service to the community and presented him with a
10 Certificate of Appreciation plaque.

11 **Future Agenda Topics**

12 Aside from the standard agenda topics and subcommittee updates, there were no additional
13 agenda topics suggested.

14 **Other Discussions/Topics**

15 The following items were also discussed at the RAB meeting. A verbatim account of these
16 discussions is included in the Information Repository for HPS and may also be found on the HPS
17 web page at www.efds.w.navy.mil/Environmental/HuntersPoint.htm

- 18 • Mr. Forman announced that there will be a transition in the community relations support
19 contract for the RAB. He said that Innovative Technical Solutions, Inc. (ITSI) will no
20 longer be supporting the Navy and the RAB. He thanked Ronald Keichline and Debra
21 Moore of ITSI for their support. He then announced that SulTech will support the Navy
22 and the RAB in the future and he introduced Carolyn Hunter, John Adams, and Tommie
23 Jean Damrel.
- 24 • Mr. Forman said that the Navy will no longer provide refreshments at future RAB
25 meetings. He explained that there are Navy regulations against serving food and
26 beverages at RAB meetings. He said he would work with the new Community Co-chair
27 to look for ways to adapt to the new circumstances.
- 28 • Mr. Tompkins asked for an update on the field trip request to the ammunition bunker.
29 Mr. Forman replied that during the break earlier in the evening a number of RAB
30 members accompanied him to the area behind Building 813. They confirmed that the
31 concrete wall was a retaining wall – no large metal doors or bunker was present.
- 32 • Ms. Loizos made a motion to have a field trip to view the ZVI injection treatability study
33 site. The motion carried. Ms. Pendergrass asked that Mr. Forman schedule a field trip as a
34 follow-up Action Item.
- 35 • Speaking about treatability studies, Mr. Tompkins asked for a presentation related to the
36 potassium permanganate treatability study that was accidentally discharged to the San
37 Francisco Bay a couple of years ago. He said he does not recall reading any final report
38 explaining how the potassium permanganate got into the drain system, nor how
39 successful the treatability study was. Mr. Forman replied that he would look into it.
40 Ms. Pendergrass suggested that it be discussed at the subcommittee level since it was an
41 older topic.

42 There were no further announcements. The meeting was adjourned at 8:00 p.m.

1 **Reminder: The next RAB meeting will be held from 6:00 to 8:00 P.M., Thursday evening,**
2 **22 July 2004 at Dago Mary's Restaurant, Building #916 on the Shipyard.**

ATTACHMENT A

**24 JUNE 2004 - RAB MEETING
LIST OF ATTENDEES**

Name	Association
1. Christine M. Niccoli	Niccoli Reporting, court reporter
2. Marsha Pendergrass	Pendergrass & Associates
3. Keith Forman	Navy, RAB Co-chair
4. Pat Brooks	Navy, Lead Remedial Project Manager
5. Ryan Ahlersmeyer	Navy, Remedial Project Manager
6. Ralph Pearce	Navy
7. Lee Saunders	Navy, Public Affairs Office (PAO)
8. Peter Stroganoff	Navy, ROICC Office
9. Lynne Brown	RAB Community Co-chair , Communities for a Better Environment, CFC
10. Lani Asher	RAB member, CBE, CFC
11. Maurice Campbell	RAB member, BDI, CFC, New California Media
12. Charles Dacus	RAB member, R.O.S.E.S.
13. Rodney Hampton, Jr. *	Alternate for RAB member Chris Hanif
14. Mitsuyo Hasegawa	RAB member, JRM Associates
15. Lea Loizos	RAB member, ARC Ecology
16. J.R. Manuel	RAB member, JRM Associates
17. Jesse Mason	RAB member, CFC
18. James Morrison	RAB member, Environmental Technology, ROSES
19. Karen Pierce	RAB member, BVHP Democratic Club, HEAP
20. Melita Rines	RAB member, India Basin Neighborhood Association
21. Sam Ripley	RAB member, Samoan American Media Services
22. Ahimsa Sumchai	RAB member, BVHP Health and Environmental Resource Center
23. Keith Tisdell	RAB member, resident
24. Raymond Tompkins	RAB member, BVHP Coalition on the Environment
25. Leilani Wright	RAB member, JRM Associates
26. Amy Brownell	RAB member, SF Dept of Public Health
27. Jackie Lane	RAB member, US EPA
28. Jim Ponton	RAB member, Regional Water Quality Control Board
29. Michael Work	RAB member, US EPA
30. Arvind Acharya	Innovative Technical Solutions, Inc (ITSI)
31. John Adams	Tetra Tech EM Inc
32. A. Andraychak	SF Police Department, Bayview
33. James Ansbro	Resident
34. Paul Bouchard	Industrial Metals Corp
35. Michael Boyd	CARE/EMU
36. Barbara Bushnell	ROSES, Silverview Terrace Homeowners Association
37. Don Capobres	San Francisco Redevelopment Agency
38. Steve Chen	ARS Technologies
39. Craig Cooper	Presidio Trust
40. Tommie Jean Damrel	Tetra Tech EM Inc
41. Benjamin Feick	Waste Solutions Group
42. Frank Filice	San Francisco Dept of Public Works
43. Miguel Galarza	Yerba Buena Engineering & Construction, Inc
44. Rene Gonzalvez	Alpha & Omega Evangelistic Ministries
45. Rodney Hampton	YCD
46. Rodney Hampton, Jr.	YCD
47. Carolyn Hunter	Tetra Tech EM Inc

48. Espanola Jackson	Muwekma Ohlone, BVHP
49. Nyemah Jones	YCD
50. Ronald Keichline	Innovative Technical Solutions, Inc
51. Quijuan Maloof	Pendergrass & Associates
52. Gwendolyn Markham	SFERS
53. C. Martinez	SF Police Department, Bayview
54. Debra Moore	Innovative Technical Solutions, Inc
55. Sherlina Nageer	Literacy for Environmental Justice
56. Danielle Pacifico-Cogan	Office of Congresswoman Nancy Pelosi
57. Tupu Peniamina	All Islanders Gather As One
58. Dennis Robinson	Shaw Environmental & Infrastructure, Inc
59. Clifton Smith	C.J. Smith & Associates, Eagle Environmental Construction
60. Julia Vetromile	Tetra Tech EM Inc

ATTACHMENT B

24 JUNE 2004 - RAB MEETING
ACTION ITEMS

Item No.	Action Item	Due Date	Person/Agency Committing to Action Item	Resolution Status
Carry-Over Items				
1.	Navy to notify David Terzian and Navy Caretaker Site Office prior to removal of AMC's cranes at Dry Dock 4	TBD	Navy/ Keith Forman	
2.	M. Work to report to the Radiological/Health Risk Subcommittee about which studies went into establishing the PRGs for manganese	July Subcommittee Meeting	EPA/ Michael Work	
3.	RAB would like the Navy to consider arranging a field trip to view the former ammunition storage bunker located under the hill	TBD	Navy/Keith Forman	Resolved during RAB meeting break on 24 June 04
New Items				
1.	Navy to arrange a field trip for RAB to view the zero-valent iron (ZVI) treatability study site	TBD	Navy/Keith Forman	ZVI fieldwork will commence mid-August; then the RAB and BCT will be invited to a field trip

Lowman Radiological Subcommittee

Abbreviated minutes - June 23, 2004

The meeting was called to order at 4:15pm. The following attendees signed in: Willie Ratcliff - Host, Ahimsa Sumchai - chair, Lynne Brown - RAB community co-chair, Francisco DaCosta, Christine Siataga, Gaynorann Siataga, Edward Wiesick, Cindy Vincent, Gerry Vincent, Pat Brooks, Keith Forman, Ralph Pearce, Maurice Campbell.

The subcommittee acknowledged the presence of Gaynorann Siataga a youth candidate for the San Francisco Board of Education and Mr. Edward Wiesick a senior retired gardner who worked at the Shipyard for many years.

Mr. Gerald Vincent of the U.S. Army Corp of Engineers was welcomed and began the presentation describing a "FUDs" as a piece of property owned, leased or operated by the Department of Defense and turned over to civilian use before October of 1986. There are over 9,800 FUDs nationwide and the environmental investigation and remediation of these properties fall under seperate jurisdiction in the DoD. At Hunters Point there exist properties whose clean-up and reuse fall under the BRAC (Base Realignment and Closure) process and the FUDs (formerly utilized defense) programs.

Francisco DaCosta asked Mr. Vincent why he had not presented to the HPS RAB. Mr. Vincent replied that the Restoration Advisory Board for the shipyard is a body that falls under the jurisdiction of the BRAC program. Mr. DaCosta stated that the Navy has not been "forthcoming" about the extent of environmental cleanup at the Shipyard and that the recently released HRA has proved to be an "eye opener" with regard to the extent of radiological contamination on the base. He shared with attendees as current map of Environmental Cleanup sites at HPS.

A focused discussion centered on FUDs 815, 820, 830 and 831. The history and remediation of Building 815 has been a major topic of concern and Mr. Vincent gave a brief background of the events leading up to the DoD's release of the HPS 800 series FUDs to the GSA. Dr. Sumchai described Building 815 as an eight story structure including a basement that housed support services and five floors with laboratories and machine shops. RASO has designated it for a full scoping survey. Mr. Vincent expressed disagreement with this decision and reminded the committee that Building 815 had undergone numerous investigations and decontaminations and that there successive studies have been driven by dynamic changes in release criteria for radiation impacted property. He stated that the most recent release criteria change was in 1974 and that the last survey conducted in 815 was in 1985. Edward Wiesick provided new information that Building 815 was used for Planning and Estimating for Navy Civil Service for years after NRDL disestablishment.

Dr. Sumchai stated that the RASO decision may have been factored by the following facts. Standards for radiation cleanup in the state of California are being challenged in Superior court, additionally, the DHS letter signing off on Building 815 is not signed and dated, the San Francisco Department of Public Health has remained in communication with Mr. Lowpensky - the owner - about the status of two 15,000 gallon holding tanks that were used for holding low level radiation waste water. Mr. Vincent stated they were concrete vaults set in the parking lot of Building 815 for storm water runoff. Maurice Campbell clarified that they were used for sampling of radioactive waste from the NRDL laboratories and if the effluent concentrations were below release criteria it was discharged into the sewer system. Sumchai also stated that the basewide impactation of the storm water and sanitary sewer system brings into sharper focus concerns about the status of drains and holding tanks for former NRDL laboratories and building 815 became the major laboratory and administration building for NRDL.

Lynne Brown asked "if you had 600 scientists working in this building and these were called decontamination tanks what was being decontaminated?" Mr. Vincent stated a more exact description of the tanks was, "holding tanks for decontamination water". He stated that if radioactive waste was detected that exceed release criteria it would have been shipped off site for disposal. Dr. Sumchai stated that the new focus on Building 815 is likely the result of the fact that for the first time the HRA acknowledges that low level NORM and NARM were being released into the drains and sewer systems of NRDL laboratories by post-WWII scientists. Mr. Forman asked that Amy Brownell clarify the status of correspondance between DPH, Mr. Lowpensky and Mr. Vincent regarding the tanks. Mr. Brown also raised continued concerns about cooling towers located on the roof of Building 815 that were removed by the owner prior to investigation.

The conversation shifted to the questions raised by photos Maurice Campbell has sent to RASO and RAB members which suggest the presence of additional D series buildings in the off-base community area occupied by Mariners Villages residences. The photos suggest the possibility of an NRDL laboratory at this site. Mr. Forman stated RASO has not been able to confirm this possibility because the photo is not dated. Mr. Campbell stated he provided the date and confirmed that the photos came from USGS. It was clarified for the committee members that D series buildings 19-21 were used for supply, administration and payroll. The presence of a building used for a laboratory in a residential area is of concern because of the possibility that low level radioactive waste may have entered the basewide storm water and sewer system. Mr. Forman asked that Mr. Campbell forward information of this nature to RASO as well as to Ralph Pearce, the lead Radiological RPM for the Shipyard. It was also emphasized that Mr. Vincent be kept in the loop because these sites are FUDs.

Mr. Forman gave an update on the use of Quonset huts that were used to house staff and people temporarily in the post world war II era. The additional D series buildings were probably Quonset huts. The huts were also used for visiting staff, scientists and officers. They came in 3 sizes and were expandable. Mr. Brown stated D series buildings occupied the IR-07 and IR-18 former submarine base region of Parcel B. Mr. Campbell provided the valuable insight that Building 101 at the Shipyard houses a layout map of the shipyard that can be used for historical correlary. Mr. Forman cautioned that shipyard maps are not often meant to be "all inclusive" and cannot be depended on to verify the identity and function of buildings.

Mr. Wiesick recalled that sheep and goats were housed on the shipyard in the region of the 800 buildings for animal experiments. Mr. Forman verified this as fact. Mr. Campbell stated that the historical archives in San Bruno confirm that thousands of pages of NRDL documents have been destroyed. Mr. Forman acknowledged that it was common practice to destroy non classified materials. Mr. DaCosta expressed concern about the lack of clear information about the investigation and remediation of off-base buildings in the community. He also referenced reports by community residents that "clouds" of smoke or vapor had been noted emanating from Building 815 in the past.

Dr. Sumchai suggested that Mr. Vincent formally address the RAB on the FUDs in August, along with Laurie Lowman. Mr. Vincent stated he was scheduled to be in Roswell, New Mexico at that time. The offer to have Mr. Vincent present to the RAB was left open to discussion. The remainder of the agenda focused on FUDs 820, 830 and 831. Additionally, Sumchai asked the Navy to clarify the Parcel F underwater impacted status of the births surrounding the Gun Mole Pier where Operations Crossroads activities were conducted.

**Hunters Point Economic Subcommittee Meeting
Meeting Minutes
June 1, 2004 @ 2:30 P.M.
Anna Waden Library
Responses to Action Items**

Attendees: Mark Gelsinger, Navy; Arvind Acharya, ITSI; Maurice Campbell, CFC; Chris Hanif – YCD; Cy Allen, Community Window on the Shipyard; Al Curry, Trucker; and Jesse Mason (Left prior to Maurice's arrival to the meeting based on previous commitments)

1. Awards in May 2004 – Mark provided a summary update of the awards done on Hunters Point in May 2004, which are as follows:

- N68711-03-D-5104, DO 0011, Mod 1 – CSR Addendum
- N68711-03-D-5104, DO 0036 – Basewide Program Management – still some Community Relations Tasks to be worked on amounting to about \$30K – **Mark had update from SULTECH on June 9, 2004. Looks like SULTECH may be able to find a local court reporter and other Community Relations tasks from the local community. SULTECH will provide a further update before the end of June 2004.**

Final Answer: SULTECH sent an update on Thursday, June 17, 2004. Here is what they said: SULTECH developed and internally approved three detailed scopes of work for the following subcontracts: Community relations support (primarily RAB meetings); Court Reporting; and Facilitations. We also contacted firms in the community zip codes by telephone to finalize our list of prospective bidders. Next week we will submit the scopes to prospective bidders. We will also continue work on a fourth subcontract for community event support. We will update the Economic Subcommittee once we have award information from TtEMI.

- N68711-02-D-8213, DO 0012, Mod 01 -- ZVI – Additional injection
- N68711-02-D-8025, DO 0011 – Record of Survey
- N68711-03-M-5108, P00002 – Goats R' Us at Parcel A
- N68711-02-D-8310, DO 0001, Mod 08 – Landfill Cap Maintenance

2. TPA-CKY has placed some solicitation advertisements or will be placing some advertisements in the local Bayview newspaper for trucking work on Hunters Point. This is for the PCB Removal, which will be done in conjunction with TtFWI's project under CTO 0084 (TCRA and Rad Screening for Parcel E PCB Excavation Site at Hunters Point). Additionally, TPA-CKY had some work were awarded under Delivery Order 0003 on their contract. TPA-CKY is voluntarily re-bidding the transportation portion of the work to see if they can get local truckers to do the work. TPA-CKY was awarded this work based on previous pricing, so if the local trucking pricing isn't competitive, TPA-CKY may have to stay with their current subcontractor. **Mark has confirmed that the solicitations have been advertised and that final proposals/bids are due on June 16, 2004. TPA-CKY will then review, and negotiate (as needed) and make awards. Al Curry informed the Navy the need to consider the rising cost of fuel in the local contractors' pricing.**

Final Answer: TtFWI spoke with Al Curry and they believe Al Curry was asking the question because truckers needed to know the unit of measure defined (truck load, ton, yard, etc.) so they can bid with the correct type of truck for the job. In order to assist truckers on future bids, I've tasked our HP staff to conduct a site walk each time we have a trucking

requirement. During the walk the best unit of measure (truck load, ton, yard) will be determined so that truckers will bid on the same basis.

3. Low-level Radiological Waste (LLRW) Disposal - Showstopper is the insurance requirements. Requires \$5 million insurance and specialized containers. Also, RASO is not too keen on having anyone other than the Army, the Executive Agent, to do the disposal. ***Mark updated Maurice that RASO would not support a request for waiver for the use of local truckers for the transportation and disposal of the LLRW.***

Final Answer: We will not use local truckers for the disposal of LLRW.

4. **Goats R' Us** – *We have goats are Parcel A.*

5. **Reminder sent out to all primes** early last week to ensure that they are using local small businesses for subcontracts and consumables as much as possible. Also, primes were reminded that they must meet their commitments to the community.

6. **Hazwopper 40-Hour Training** – Scheduled for Friday and Saturday, June 5-6 and June 12-13. Class starts at 7:00 A.M. each day. This course is for truckers only. We currently have 33 truckers scheduled for the training, and all have confirmed their attendance. The training will be held in the NWT Trailers at Hunters Point, and the truckers should follow signs on base leading to TtFWI trailers. ***Only 20 truckers showed up for the 40-hour Hazwopper Training, which will continue and finish this weekend. This is a one-time only event, and will not be repeated in the future.***

Final Answer: Actually, 18 truckers completed the training, which was conducted on 5-6 and 12-13 June 2004.

7. **Hazwopper 8-Hour Refresher Training** – Only one name so far. We can only do the training if we have at least 10 names of truckers who need the training; otherwise it does not make economic sense. ***The Government informed Maurice Campbell and all concerned that there would be no 8-Hour Hazwopper Refresher Training. Chris stated that he would try to help Al Cain locally.***

Final Answer: TtFWI will not conduct Hazwopper 8-Hour Refresher Training for only one person, and both the Government and Community agree that this is acceptable.

8. Just a few reminders about the use of local truckers – again, the prime contractors will use local truckers in the three zip codes as long as the pricing is fair and reasonable, the businesses are responsive and responsible, they can handle the work, and they provide good quality and a safe working record. The primes will receive the truckers' quotes (and those of all competitors), and will make a determination on the fairness and reasonableness of the price. If the prices are fair and reasonable, the contractor will select the lowest bidder. If not, the contractor will open discussions with all contractors and give everyone the opportunity to re-propose. If the prices are still not fair and reasonable, then the prime contractors will go full and open outside of the local area.

There was a discussion of pricing, and the sharing of pricing information. The Government informed all present not to share pricing information. This is called collusion and is a federal offense punishable by fines and imprisonment.

Finally, the Government reminded all parties present at the meeting that ***the contractual relationships between the primes and the trucking companies are between those two parties only.*** The Navy's prime contractors cannot deal with a Business Agent or any other representative of the community regarding trucking and the work being done at Hunters Point. The only people who can award a trucking contract to anyone on Hunters Point are the prime contractors, and no community representative has any influence whatsoever on the work being awarded on Hunters Point. This is Federal Contracts Law.

Final Answer: I am still very concerned about the way the truckers are communicating to each other at HPS, and will share that with all concerned at our next Economic Subcommittee Meeting. We had an interesting event occur this week with Geary Brown and Al Curry. Once we get to the bottom of what happened, we will inform the Economic Subcommittee.

9. The Government proposed doing the Economic Subcommittee meetings every other month. ***All parties present agreed that the meetings would take place every other month, with the next meeting being Tuesday, August 2, 2004.***

10. Also, the Government requested to change the time of these meetings to 1:30 P.M. in the future for travel purposes? ***All parties agreed to change the time of the meetings to 1:30 P.M.***

11. ***Mark informed all concerned that the next quarterly numbers would be prepared at the end of June 2004. Mark will send the numbers to Maurice for his review. Mark will add a column showing dollars expended year-to-date.***

The following are the answers to Chris Hanif's and Maurice Campbell's questions that resulted from this meeting:

1. Chris Hanif asked about the Radiological Soil Screening Project Under CTO 0084. This work will take place this Summer. Evidently, New World Technologies (NWT) had discussed bringing two (2) YCD employees back to do Jr. Rad Tech work. Could you look into this and find out if NWT intends to hire two people from YCD this summer?

RESPONSE: See response in Question 2 below.

2. Chris Hanif of YCD and Maurice Campbell of CFC mentioned that NWT had discussed a potential employee Intern Program to become Junior Radiological Technicians. Chris stated that each employee would have to make a 2-year commitment to the company. Can you look into this and let me know if this is indeed a viable Intern Program and whether NWT intends to hire any YCD employees for this program?

RESPONSE: As indicated in response to Question 3 below, a minimum requirement for Junior Radiological Technicians is one to two years of experience as a Decontamination Technician. NWT does not have a formal Intern program, however, they have previously trained YCD graduates as entry-level Decontamination Technicians with the goal of offering them the opportunity to obtain the work experience necessary to qualify to become Junior Radiological Technicians.

In December 2003 NWT trained three (3) graduates to work as entry-level Decontamination Technicians. The work they were to be assigned did not materialize right away. However, in May 2004, these workers were assigned to work on one of NWT's commercial projects at Valacitos, CA.

In discussions with NTW and MKM, they can each hire 1-2 YCD staff as entry-level Decontamination Technicians depending on actual workload this Summer, but can only provide them work where they have work.

Final Answer: The Navy has asked TtFWI to have NTW and MKM bring in 1-2 YCD people when we start our radiological work this Summer. Please be aware that YCD can only train entry-level decontamination technicians when they have the work for them.

3. Maurice and Chris asked if TtFWI could provide a list of skill sets required for laborers, radiological technicians, etc. Please let me know if this is something that TtFWI has in place and whether we can have copies of the skill sets so that we can get them to the community.

RESPONSE:

Radiological Technicians

- Two years experience as a Decontamination Technician, or two years of college including appropriate science courses and one year experience in an environmental H&S program
- Ability to read, analyze and interpret general business periodical, professional journals, technical procedures or government regulations
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations
- 40-hour H&S training
- 8-hour H&S refresher (as needed)

Teamsters

- Qualification on equipment operated/suitable CA license
- 40-hour H&S training
- 8-hour H&S refresher (as needed)
- Lead awareness training
- Asbestos awareness training
- Radiation awareness training (can be provided on site in 2 hours)
- Pass physical and drug screen
- Union membership

Operator

- Qualifications on equipment operated
- 40-hour H&S training
- 8-hour H&S refresher (as needed)

- Lead awareness training
- Asbestos awareness training
- Radiation awareness training (can be provided on site in 2 hours)
- Pass physical and drug screen
- Union membership

Laborer

- 40-hour H&S training
- 8-hour H&S refresher (as needed)
- Lead awareness training
- Asbestos awareness training
- Radiation awareness training (can be provided on site in 2 hours)
- Pass physical and drug screen
- Union membership

4. Al Curry asked whether or not truckers could give 20-ton and 25-ton pricing when submitting proposals. I verified this with Neil Hart and he said that as long as Al communicated to TtFWI how he was pricing the work and TtFWI agreed with the methodology, then Al could submit the pricing.

RESPONSE: In addition to my earlier comments I think Al Curry was asking the question because truckers needed to know the unit of measure defined (truck load, ton, yard, etc.) so they can bid with the correct type of truck for the job. In order to assist truckers on future bids, I've tasked our HP site to conduct a site walk each time we have a trucking requirement. During the walk the best unit of measure (truck load, ton, yard) will be determined so that truckers will bid on the same basis.

5. Please ensure that you take the rising fuel costs into consideration when looking at the pricing of local truckers' proposals. Please confirm that you understand the concern.

RESPONSE: TtFWI understands the concern. Rising fuel costs will be taken into consideration when competitive proposals are received.

5. Chris Hanif of YCD asked why TtFWI did not approach his company for labor for the asbestos removal on Building 322. Please provide an explanation.

RESPONSE: TtFWI did not perform the asbestos removal portion of the work when Building 322 was demolished since we don't have a California Asbestos license. Consequently, Sterling Environmental, a licensed asbestos contractor, performed the asbestos removal in Building 322. Sterling self-performed the work and did not need additional resources.

Final Answer: In the future, TtFWI is going to work with its subcontractors to see if they can use local labor to accomplish some or all of the work on projects.

From: Gelsinger, Mark A CIV BRAC Dept, (EFDSW) [mailto:mark.gelsinger@navy.mil]
Sent: Friday, June 18, 2004 11:02 AM
To: mecsoft@pacbell.net
Cc: ehart@ttfwi.com
Subject: HAZWOPPER AND QUALIFICATIONS

Good morning, Maurice:

I also wanted to let you know that now that the truckers have completed the 40-Hour Hazwopper Training, TtFWI is trying to ensure that they have the rest of their qualifications in place -- pretty proactive of Neil and his team. Please see Neil Hart's note below.

Sincerely,

Mark

Greta,

Below is an email from the Navy where a group of truckers just finished 40-Hr Hazwopper training. There was a mix of people from each trucking firm in attendance. I would like you to once again start to pre-qualify each vendor on the list knowing they've only finished the 40-hour training, but probably have other pre-qual items they may or may not meet (ie. insurance, licenses, etc). Please give me a best-guess on how long do you think it will take to pre-qualify them. The following firms provided people from their company based on the attached list:

- Eighteen Trucking
- Mongoose Trucking
- Feely Trucking
- Al Curry Trucking (already pre-qualified)
- Harmon Trucking
- Big M Trucking

Thanks. Neil

**HPS Membership/Bylaws & Community Outreach (MB&CO) Subcommittee
Meeting Notes
Meeting Minutes for 09 June 2004, 6:30-8 p.m.
Anna Waden Library**

*Note**These minutes are not verbatim but through summarization reflect the issues and statements made during the meeting.
These notes were taken by Debra Moore.*

The Subcommittee meeting was called to order by Melita Rines, Restoration Advisory Board (RAB) member and Subcommittee Leader, at 6:37 p.m. Keith Tisdell, Lynne Brown, Marie Franklin, Maurice Campbell, and Charles Dacus were also in attendance as RAB members. Additional attendees included, Keith Forman, Navy RAB Co-Chair and Pat Brooks, Navy Lead Remedial Project Manager (RPM). Also in attendance were Barbara Bushnell, Jackie Lane, US EPA; Carolyn Hunter, Tetra Tech EMI (TtEMI) and Ronald Keichline, Innovative Technical Solutions, Inc. (ITSI). Topics on the agenda: (1) Updates, (2) Amendments to Bylaws, (3) Discussion on Attendance, (4) Compose Mission Statement, (5) New Business Discussions

UPDATES

Ms. Rines has spoken with Don Capobres, SFRA, and they will not be in attendance at the meeting as they have no updates to report.

ITSI has prepared and distributed courtesy letters to all RAB members who have missed at least three meetings in a 12 month period.

AMENDMENTS TO BYLAWS

Discussion ensued regarding changing the language in the Bylaws (Section 8) concerning attendance. The issue with the definition of a "calendar year" has recently posed a problem with RAB members being dismissed from the Board due to excessive absences. Because of potential misinterpretation of "calendar year", it was agreed that the Bylaws need to clearly define what the definition is so that everyone can be on one accord.

The proposed amendments to Section 8 are as follows:

"All RAB members are expected to attend regular meetings. If any member is absent from four meetings in a 12 month period he or she will automatically be removed from the RAB. There will be no distinction between excused and unexcused absences. For purposes of attendance recordkeeping, a 12-month period will be defined as 12 months from the month of the current RAB meeting.

Each member may designate an alternate to attend in his or her place. An alternate has all the privileges of a RAB member but does not count towards attendance."

It was suggested by Keith Forman that those persons that have been previously removed from the RAB, and have expressed interest in rejoining the RAB, that they earn the vote of other RAB members instead of just being voted back on because they want back on. There needs to be some accountability by the renewing RAB member that attendance will not be an issue in the future.

It was explained that the purpose of changing the language was to enforce that missing four meetings per year is unacceptable. If attendance isn't stressed, it will be taken advantage of. It was suggested that former RAB members attend the Bylaws subcommittee meeting to discuss their absenteeism

instead of it being done at the regular RAB meeting. It should be explained to the subcommittee why they are having attendance issues.

It was also suggested that something needs to be done about the arrival of late RAB members and those who leave early. Something needs to be stated whether that is counted as being "in attendance". Based on the suggestion, discussion went forth on the responsibilities of a RAB member. It was suggested to add to Section 9a:

"Making a good faith effort to regularly attend RAB meetings, training sessions, site tours, and participation in reviewing the Hunters Point Shipyard environmental cleanup program."

Adding the "Making a good faith effort to" statement would allow other RAB members to apply peer pressure to those who aren't timely or leave the meetings early. It was also suggested that it be explained to the RAB what a "good faith effort" is.

There were concerns discussed about RAB members who make public comments and falsely represent the full RAB as being in agreement with their comments. To alleviate this from happening in the future, it was proposed that a statement be added to Section 9 regarding this.

The proposed additional statement to Section 9 is as follows:

"Community RAB members may not represent the RAB before any person, agency, organization, press, or the public without prior authorization from the full RAB. This provision does not apply to the RAB Co-Chairs, who are duly authorized to do so."

Marie Franklin gave a written statement on the RAB Mission Statement and Bylaws (copy attached) and would like a response to it. Melita will respond. It was suggested that she be asked to come to the next MB&CO subcommittee meeting and verbally address the issues. The written documentation will be included with the minutes and distributed at the RAB meeting. If the RAB has comments then they can make their comments through July and all issues can be addressed at the August RAB.

It was also suggested that there be a "RAB 101" training class given by the Navy. The class would be an informational session on what's really going on at the Shipyard covering technical and CERCLA environmental cleanup, etc. and would last about a day. Mr. Forman had no problem with this idea, but suggested that it be proposed to the RAB first, to see if there is any interest in it.

Another issue discussed was the "ad hoc subcommittees". It was suggested that the ad-hoc committees be instituted as a permanent committee and the language be included under Section 17.

The proposed language reads as follows:

"Ad hoc subcommittees may be created for a short-term basis to resolve short-term issues. Continuance of an ad hoc subcommittee beyond an initial 12 month period may be reviewed by the RAB on a case-by-case basis."

Subcommittees should (shall) prepare meeting minutes to reflect a summary of the meeting. Minutes should (shall) be distributed to the RAB at the following RAB meeting or in a timely manner. General attendance at subcommittees should (shall) be taken and recorded in the minutes. Based on review of subcommittee attendance records, a determination can (will) be made by the RAB to suggest a change in meeting frequency, merging with existing subcommittees, or dissolution."

COMPOSE MISSION STATEMENT

The composing of a Mission Statement/Operating Charter will be discussed at July's MB&CO meeting.

NEW BUSINESS DISCUSSIONS

It was suggested that subcommittee meetings be scheduled every other month or every two months. It will be discussed further at July's meeting.

SFPD will be at July's meeting to discuss Term Agreement issues.

ADDITIONAL DISCUSSION

The next Membership Bylaws and Community Outreach Subcommittee meeting will be held Wednesday, 14 July 2004 from 6:30 – 8:00 p.m. at the Anna Waden Library.

The meeting adjourned.

MB & CO SUBCOMMITTEE JUNE 2004 ACTION ITEMS

1. New application form made up to reflect changes in renewal of membership – Ron Keichline
2. Include in Bylaws the proposed changes and additions regarding attendance, etc. – Ron Keichline
3. Address Marie Franklin's Mission Statement and Bylaws concerns – Melita Rines
4. Discuss Term Agreement issues - SFPD

TO: BYLAWS COMMITTEE
FROM : MARIE J FRANKLIN, RAB MEMBER
RE: BY AMENDMENT
DATE: JUNE 9, 2004

**HUNTERS POINT
RESTORATION ADVISORY BOARD MISSION STATEMENT**

- The Hunters Point Restoration Advisory Board (RAB) mission is to establish and maintain a forum with citizens and community organizations as well as local, state, and federal agencies.
- The focus of the forum is the exchange of environmental assessment and restoration information in an open, balanced, and interactive dialogue.
- The function of Hunters Point RAB is to make informed recommendations to the Army and environmental agencies for remedial activities by:
 - Decreasing the amount of solid waste produced by the event;
 - Minimizing or off-setting harmful emissions resulting from vehicular transportation and energy consumption associated with the event;
 - Disposing of solid and liquid waste in an environmentally responsible manner; and
 - Eliminating the use of harmful chemicals at or for the event.

BYLAWS FOR HP RAB @ TI-HP SHIPYARD

1.

CBO Participation

Whereas CBO are representative of large portions of the impacted community, membership volunteerism should be optimistic by implementing a participatory infrastructure.

Alternates: RAB Alternates membership would generate community partners within immediate the CBO / Alternates may be allowed to vote as Primary member when primary (CBO) is absent.

-Disciplinary measures may be exercised as to how many absences accumulate due to excuses, not related to illness,

Priority Membership

a) Again community members who live closer and or most impacted by the Superfund site as primary participants.

b) Less priority adhered for RAB members who live further distances and are less impacted by the Superfund Site.

c) Absences: Excused adherence to members who suffer Respiratory Conditions With stipulation of notification of Rab Chair or By-Law Committee Member, not a counted as unexcused absence.

Increase Excused absences from 4 to Five, but allowing that Two absences with be omitted by placement of the "ALTERNATE".

SIGN IN Sheet.

Dispatch/ Elect a Monitor to oversee attendees and include members present within the minutes.

Request that Facilitator or RAB Co-Chair to announce the importance of signing in.

Sub-Committee meetings

Committee Meetings should be planned on two days per month, with back to back meetings as required.

(Ie. *Radiological & Economic Development* Each second Thursday
Bylaw & _____ each Third Thursday)

Community Comment:

Before each Break allow five to seven minutes for non member comment on subject matter only.

Then commentary period prior to adjournment.

RAB should apply for EPA TAPP Funding

Meeting Location

RAB meetings should move its meetings to the community periodically.

Ie. Earl P Mills, Oakdale

**Submitted by Shoreview Environmental Justice Movement, Inc
Marie J Franklin 6/9/04**

RESOLUTION

Draft Proposed BYLAWS

HUNTERS POINT NAVAL SHIPYARD RESTORATION ADVISORY BOARD

1. Purpose and Scope. The purpose of the Restoration Advisory Board (RAB) is to review, comment, and make recommendations to the Base Realignment and Closure (BRAC) Cleanup Team (BCT) on matters pertaining to the restoration and environmental cleanup of Hunters Point Naval Shipyard. In addition, the RAB should act as a forum for information exchange between the installation, affected community, Department of Defense (DOD), reuse groups, and regulatory agencies. The RAB shall be conducted in accordance with all applicable DOD and Environmental Protection Agency (EPA) guidelines.

Each member of the RAB is encouraged to provide comments, suggestions, and recommendations and participate in open discussion about all environmental issues related to the cleanup of Hunters Point Shipyard.
2. Regular Meetings of the RAB. The RAB will meet once a month at a regularly scheduled day and time selected by the RAB members. The public shall be notified of the date, time, and location as provided by applicable law.
3. Special Meetings of the RAB. Special meetings of the RAB may be called at any time by the co-chairs or a majority of the members of the RAB by oral or written notice to each member of the RAB and to any other entity or person legally required to receive notice of RAB meetings. Notice shall be received at least 24 hours before the time of the meeting, and the notice shall include the date, time, and place of the meeting and the business to be transacted. If the special meeting is to occur at a location other than the regular meeting location, a 15-day notice of the special meeting will be required. Special meetings should be announced at the regular RAB meetings, in public notices, or other related flyers to one of the three appropriate site mailing lists below:
 - A. RAB Members Only
 - B. RAB Information Distribution List
 - C. Interested Community Distribution List.
4. Quorum. A quorum for the transaction of official business at regular and special meetings of the RAB shall be considered present if at least one-third of the community RAB members are in attendance.
5. Voting. The community RAB members, or a designated alternate, may vote on any issues of concern to the RAB. The community RAB member, or alternate, must be present for the vote. A majority vote of the members present at a meeting is required for passage of any motion. No absentee ballots will be accepted.

The following general process will be followed:
 - A. A motion must be made and seconded by a RAB member, or their alternate
 - B. The RAB members will hold discussion on the matter
 - C. The community will be afforded a reasonable amount of time to add comment on the matter, if requested
 - D. The motion will be put forth for a vote by the RAB members, or alternates
6. Open and Public Meetings. All meetings of the RAB shall be open and public, and all persons shall be permitted to attend any meeting of the RAB or its subcommittees, including special meetings.
7. Attendance by Governmental Agency Representatives and Members Designated by Government Agencies. All RAB members are expected to attend regular meetings. Although the RAB has no power to force government agency representatives or members designated by government agencies to attend the meetings, the RAB may write letters to the respective agency to encourage their participation or request that their appointed representatives be replaced.
8. Attendance by RAB Members. All RAB members are expected to attend regular meetings. If any member is absent from four meetings in a 12-month period he or she will be automatically removed from the RAB.

Deleted: calendar year

Deleted: Revised 09/25/03

There will be no distinction between excused and unexcused absences. For purposes of attendance record-keeping, a 12-month period will be defined as 12 months from the month of the current RAB meeting.

Each member may designate an alternate to attend in his or her place. An alternate has all the privileges of a RAB member but does not count towards attendance.

9. Responsibilities of Community RAB Members. Community RAB members represent a vital component in the cleanup program and they have a direct responsibility to represent the interests and concerns of their community. Responsibilities of Community RAB members include:

- a. Making a good-faith effort to regularly attend RAB meetings, committee meetings, training sessions, site tours, and participation in reviewing the Hunters Point Shipyard environmental cleanup program.
- b. Giving advice and comment on the cleanup effort and environmental restoration program.
- c. Regularly reporting back to the community that they represent. Members are responsible for soliciting comment and opinion from their community on cleanup issues.
- d. Providing for the distribution of environmental cleanup information to and from the community they represent.
- e. Reviewing and providing comments on documents related to the cleanup effort at Hunters Point Shipyard.
- f. Community RAB Members may not represent the RAB before any person, agency, organization, press, or the public without prior authorization from the full RAB. This provision does not apply to the RAB Co-chairs, who are duly authorized to do so.

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10. Term of Office. Each community member will serve an initial two-year term. Elections for new members or reappointment of existing members will be held the meeting following receipt of a member application or reappointment date. All appointees to vacant seats will serve out the term of that seat. Community members may remain indefinitely to their seat on the RAB.

11. Minutes. Minutes of each meeting of the RAB shall be recorded by the Navy as a summary of the meeting. A copy of the minutes shall be furnished to each RAB member within 7 days prior to the next meeting. Minutes of subcommittee meetings may be approved and incorporated into RAB meeting minutes. RAB members shall review, comment, and approve minutes at the next regular meeting of the RAB. A verbatim transcript of the meetings will also be prepared by the Navy.

12. Resignations. A member of the RAB may resign by giving notice in writing.

13. Membership Selection Criteria. The membership subcommittee or entire RAB membership will use, at a minimum, the following criteria for selecting RAB members. Additional criteria may be established at any time by the membership subcommittee or the entire RAB.

Members will be evaluated for:

1. Willingness to meet the purpose of the RAB (as stated in item #1 of these Bylaws)
2. Ability to work effectively and cooperatively with other RAB members
3. Ability to make a positive contribution to the RAB
4. Ability to serve a two-year term

In addition, when reviewing applications for the RAB, the membership subcommittee will strive to select representatives from the following types of organizations or individuals with qualities mentioned below:

Type	Number of Seats
Environmental Organizations	Balanced
Local Businesses	Balanced
Community-based Non-profit Organizations	Balanced

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Residents at-large	Balanced
	Total membership = 30

The number of organizational seats should be used as guidance not a rule. If the membership subcommittee or entire RAB is unable to find organizations to fill some of these seats, then individuals who meet the first four criteria, should be appointed to the RAB as individual members.

In addition to these categories, three community organizations have permanent seats on the RAB because they are designated by government agencies, so long as their designation remains:

- The Mayor's Hunters Point Shipyard Citizens Advisory Committee (CAC)
- The Bayview Hunters Point Project Area Committee (PAC)
- U.S. EPA's Technical Assistance Grant Recipient

14. Filling Vacancies. A vacancy is defined as a seat 1) that has never been filled, or 2) from which a RAB member has officially resigned, or 3) that has been vacated because the member has missed four meetings in a 12-month period, as defined under the section on attendance.

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The membership subcommittee, or in its absence, the entire RAB, will review all RAB member applications. If no suitable applications are on file, then new applications will be solicited by placing advertisements in the local newspaper and in Navy publications. In addition, announcement of RAB openings will be made at the RAB meetings and at the Mayor's Hunters Point Shipyard Citizens Advisory Committee meetings. The membership subcommittee, or entire RAB, will submit its recommendations for new members to the full RAB for discussion and vote. Renewing RAB members are required to fill out a new application within 30 days after the expiration of their term. Renewing RAB members are not required to attend a membership subcommittee meeting prior to being approved. Only new applicants are required to attend a membership subcommittee meeting prior to coming before the full RAB board for elections. The membership application will reflect the distinction between the renewing member and the new applicant. Membership applications are available on the Hunters Point section of the Navy's web page at <http://www.ejsw.navfac.navy.mil/Environmental/HuntersPoint.htm>.

15. Election of Community Co-chair. The Community Co-chair shall serve a term of one year from July 1 to June 30. Prior to the expiration of the Community Co-chair term, the RAB will announce the availability of the co-chair position. Interested RAB members will have the opportunity to 'self nominate' or nominate a member of the RAB for the co-chair position. At the first regular meeting of the RAB prior to the Community Co-chair term expiration all community members of the RAB shall elect a co-chair. The Community Co-chair may be re-elected indefinitely. If the Community Co-chair resigns or loses their seat, a new co-chair will be elected and will finish out the term and then have to run for re-election.
16. Duties of Navy and Community Co-chairs. The Navy and Community Co-chairs shall preside over all meetings of the RAB. When either co-chairs are absent, their alternates designated by the respective co-chair may lead the RAB meeting. The co-chairs may authorize RAB representatives to attend meetings and hearings for the purpose of representing the RAB. The co-chairs are responsible for preparing and soliciting input for the agenda as well as assuring that the concerns of the community are heard and recorded and that the RAB's comments and/or recommendations are forwarded to the BRAC Cleanup Team and Navy for incorporation within the decision-making process at Hunters Point Shipyard.
17. Subcommittees. Subcommittees shall be established by a vote of the RAB. Each subcommittee shall elect a subcommittee chairperson, who shall be a RAB representative. Subcommittees should set up a Mission Statement and develop operating procedures. Members of the public may sit on and participate in any subcommittee.

Ad hoc subcommittees may be created for a short-term basis to resolve short-term issues. Continuance of an ad hoc subcommittee beyond an initial 12 month period may be reviewed by the RAB on a case-by-case basis.

Subcommittees should (shall) prepare meeting minutes to reflect a summary of the meeting. Minutes

Comment: Depends on how hard-core you want to make this? If we use "shall" and it does not happen, the subcommittee is in violation of the Bylaws. If we use "should" it is a little more flexible and open to interpretation.

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should (shall) be distributed to the RAB at the following RAB meeting or in a timely manner. General attendance at subcommittees should (shall) be taken and recorded in the minutes. Based on review of subcommittee attendance records, a determination can (will) be made by the RAB to suggest a change in meeting frequency, merging with existing subcommittees, or dissolution.

Comment: What frequency?

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18. Amendments. Once per year, amendments to the Bylaws shall be brought before the full RAB for referral to the Membership/Bylaws subcommittee. Membership/Bylaws subcommittee will make recommendations, after review, and then resubmit to the full RAB at the September RAB meeting for a vote. Amendments to these Bylaws require a majority vote at the September RAB meeting. Written notice of the amendments and their terms must be given at least one week prior to the meeting.
19. Parliamentary Authority. Matters not covered by these Bylaws shall be governed on a case-by-case basis at the discretion of the Arbitrator. Arbitrator shall be elected to serve a one-year term from January to January in order to cover the election of the Chair position.
20. Rules of Conduct. All RAB members and members of the public are encouraged to express their opinion on any matter of consideration before the RAB. In the interest of trying to conduct the meetings within a reasonable time frame, each agenda item will be discussed among the RAB members first and then the public will be allowed time to comment. The Chair may limit the time allotted for public comment.

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